

# CIVIL AIR PATROL

2004

## MIDDLE EAST REGION STAFF COLLEGE



### STUDENT INFORMATION GUIDE

**THIS GUIDE BELONGS TO:**\_\_\_\_\_

**SEMINAR #:**\_\_\_\_\_

**ROOM #:**\_\_\_\_\_



## MERSC 2004 STUDENT HANDBOOK

(BRING THIS GUIDE WITH YOU TO REGION STAFF COLLEGE. THIS WILL BE PART OF YOUR STUDENT MATERIALS.)

MERSC Director: Lt. Col. Roy Douglass

Address: 8505 Hopkins Road Rougemont, NC 27572

Cell No.: (919) 475-4021

E-Mail: [team99rvn@mindspring.com](mailto:team99rvn@mindspring.com)



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## **GENERAL INFORMATION**

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### **PURPOSE**

The purpose of the Region Staff College (RSC) is to prepare selected CAP officers to more effectively execute the duties and responsibilities associated with CAP command and staff positions, and to present concepts, methods, and ideas to better accomplish the mission of Civil Air Patrol.

### **OBJECTIVES**

The course curriculum is designed to increase your ability to solve problems encountered in daily CAP operations through techniques of leadership, management, oral, and written communications. These skills should prove invaluable to you not only in CAP, but also in your professional and personal activities. Reference [CAP Regs&Forms\CAPR50-17.pdf](#), Sec. 6-3.

### **SEMINARS**

You will be assigned to a seminar with four to six other students. Assignments are based on a number of factors, such as CAP duty assignment(s), experience, geographic location, and other considerations. Assignments are intended to allow each student the opportunity to obtain a wider range of ideas and to meet members from different areas.

### **SEMINAR ADVISORS**

Most seminar advisors have previously served as a staff member at one or more staff colleges. All have been to a staff college as a student and all have been carefully selected. It is their job to guide and advise the seminar as necessary.

Above all, don't get nervous about the College. This is a group activity, and, in all likelihood, very few people will be experts, and very few will have been in a classroom situation in a number of years. Stick together with your Seminar mates, do the best you can, and enjoy the new friends, ideas, experiences, and activities you will find at the College.

### **REQUIREMENTS FOR GRADUATION**

Attendance at, and participation in, the scheduled activities and events is required for graduation. Exceptions will be made on an individual basis and must be approved in advance of the scheduled activity or event by the staff college director.



### **MISCELLANEOUS**

Some additional items you may want to bring with you:

- ☐ Personal computer or laptop
- ☐ Printer and paper
- ☐ Other PC peripheral equipment that you consider necessary.
- ☐ Extension cord.
- ☐ Notepaper and pen/pencils.
- ☐ Alarm clock.
- ☐ Small (4-cup) coffeepot and related supplies/condiments - if you can't wait for the dining facility to open for your morning coffee or tea.
- ☐ Hangers for your clothes - there are no hangers in the dorm closets.
- ☐ Laundry detergent and dryer sheets
- ☐ Travel Iron and Board
- ☐ Extra towels, soap, shampoo and other personal toiletry articles and container to hold toiletries
- ☐ Extra blanket
- ☐ Extra pillow(s)
- ☐ Mattress pad or "egg crate" pad for twin-sized bed
- ☐ Fitted sheet (only flat sheets are in the linen sets provided by the college)
- ☐ Any special personal requirements for the bed – i.e., hypoallergenic items, etc.
- ☐ Personal medications and medical supplies, such as aspirin/Tylenol/Ibuprofen, Alka-Seltzer, antacids, etc.



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## **STUDENT AFFAIRS**

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### **CLOTHING REQUIREMENTS AND PERSONAL APPEARANCE**

We will be guests of Peace College. To them, we are the Civil Air Patrol, the US Air Force Auxiliary. Be sure to wear your uniforms properly and act accordingly. You must have at least one complete uniform, exclusive of ribbons, to wear throughout the week, beginning on Monday, 14 June.

### **DAILY CLASSROOM WEAR**

The uniform for daily classroom activities is the basic uniform prescribed in CAP Manual 39-1 ([CAP\\_Regs&Forms\CAPM39-1\\_MAIN.pdf](#), [CAP\\_Regs&Forms\CAPM39-1.pdf](#)). This is the short-sleeve AF blue shirt and blue trousers with flight cap for men and its equivalent for women. Ribbons will not be worn by staff or students. Three (3) sets of uniforms are recommended since it gets quite warm and time is limited for laundering clothes. If you do not meet the current weight standards, you must wear the white aviator shirt and gray slacks, or Blazer combination. Proper wear of the uniform, including epaulets and name tag, are items of special interest throughout the entire Region Staff College.

PLEASE NOTE THAT GREY EPAULETS AND THE GREY NAMETAG ARE THE ONLY AUTHORIZED GRADE/NAME TAG WITH THE WHITE AVIATOR SHIRT. Knowledge of CAPM 39-1 is the responsibility of each member, "I didn't know that" is not an excuse for improper uniform wear.

### **SOCIAL ACTIVITIES**

There are informal social activities planned, e.g., a welcome hospitality/ice breaker, seminar and other activities. Casual attire is appropriate for these activities. Casual CAP attire is recommended for wear on Sunday, 13 June (CAP polo or CAP T-shirt). The required basic uniform is not in effect until Monday morning. At no time are the flight suit or BDU acceptable attire.



## MERSC 2004 STUDENT HANDBOOK

### **BANQUET**

For MEN: Mess Dress, semi-formal blazer combination, (this combination includes the wear of a black or dark blue bow tie with the blazer see CAPM 39-1 for more details), civilian tuxedo or business suit.

For WOMEN: Mess Dress, long formal gown, or tasteful cocktail dress for women (pantsuits are not deemed acceptable attire).

The Service Dress uniform with white shirt or the standard Service Dress with blue shirt **ARE NOT** authorized attire.

### **CASUAL**

We recommend that casual attire is brought for off-duty wear (after evening dinner), to include tennis shoes for possible outdoor activities.

### **TRANSPORTATION**

Transportation to and from the college is the responsibility of the student. You must have a copy of your travel orders ([CAP Regs&Forms\CAPR10-3.pdf](#), Fig. 4 – Participation Letter) and a current CAP ID card with you upon arrival. Parking for students is in the parking area located near Peace Street and Blount Street. It is a lot that is patrolled by the College Security Officers. The limited parking near Finley Hall is restricted to staff and instructors.

### **IN-PROCESSING**

Upon arrival, please report to Main Residence Hall (refer to the attached map - [2004 MERSC\PEACE COLLEGE map2001.pdf](#)) where you will check in and be given your assigned billeting.

Students are required to arrive between 0800 and 1200 hours on 13 June 2004. College begins promptly at 1300 hours. Lunch prior to the 1300 start of classes is on your own.



## MERSC 2004 STUDENT HANDBOOK

### **BILLETING**

Your room assignment will be determined prior to In-Processing. Each room accommodates two people. Individual rooms are available for an additional charge of \$99.00, and must be requested in advance.

Desks, chests of drawers, beds, nightstands, an overhead light, and chairs are provided. It is recommended that you bring a lamp for evening study. All rooms are air-conditioned. Elevators are provided in all building. Bathrooms are centralized and shared by adjacent rooms. There are two telephone jacks in each room for dial-up access (800 numbers only) to the Internet.

A **\$15.00 key deposit** is required at check-in, and will be refunded at out-processing on Sat., 19 June, when you return your room key. It is requested that the deposit be made via a check made payable to "CAP – MERSC" to facilitate out-processing, at which time the check will be returned to the individual.

### **LOCATOR SERVICE**

The staff will maintain a 24-hour per day locator service in case of emergencies.

### **MAIL**

Mail will be picked up and delivered to you by your Seminar Advisor each day. Your college address will be:

Name, Grade  
2004 MERSC, CAP  
%Peace College  
15 East Peace Street  
Raleigh, NC 27604-1194

### **RADIO COMMUNICATIONS**

To be determined. In the interim, you may call the Director's cell phone (919-475-4021) if lost or if more finite directions are required on your trip to Peace College. Radio channels/frequencies may be published as we near the college start date.



## MERSC 2004 STUDENT HANDBOOK

### **DINING FACILITIES**

Dining will be in Belk Hall ([2004 MERSC\PEACE COLLEGE map2001.pdf](#)), which is located in the immediate vicinity of the Main Hall (billeting) and Flowe Hall (lecture hall). Meal costs, beginning with breakfast on Monday, June 14 through breakfast on Saturday, June 19, are included in the college tuition.

Sunday, June 13, meals are at your expense. A list of nearby establishments will be available at In-Processing.

### **PHYSICAL CONDITION / MEDICAL NEEDS**

If you are not accustomed to a classroom situation, you may find it tiring at first, both mentally and physically, but you'll quickly adjust to the routine. Frequent breaks will be incorporated into the schedule to ease this transition.

Though most facilities are situated in a small area, some walking is required. If you have a physical condition which makes activities difficult, please alert us before you come to the college so that we may work out arrangements for you.

In addition, please notify us in advance of any physical, dietary (relating to medical necessity), or medical needs that you may have so that our Health Services Officer can ensure to the best of her ability that considerations are made to accommodate them.

### **FAMILY FACILITIES**

We ask that you do not bring children or spouse, due to a busy schedule and a lack of billeting. You will get a lot more from the program if you can devote all of your time to it and to your fellow students.

### **DINING-OUT (OR GRADUATION BANQUET)**

The Dining-Out (or Graduation Banquet) is a very formal and traditional military affair. We have a distinguished guest speaker, and several other distinguished guests.

If you are interested in learning more about the Dining Out tradition, there is an excellent review on the Middle East Region website ([www.mer.cap.gov](http://www.mer.cap.gov)) under the Protocol link.





## MERSC 2004 STUDENT HANDBOOK

### **GRADUATION**

Graduation will be held in the Auditorium on Saturday, 19 June 2004 at 10:00 in Jones Hall. Guests are welcome and may park near Jones Hall.

### **YEARBOOK**

A yearbook is being considered and you'll receive more information about the status of it at the college.

A group picture will be taken of the students and staff and a copy given to each participant.

### **CANCELLATIONS**

Should you need to cancel your attendance, contact the Region Staff College Director promptly so that those on the waiting list may be given an opportunity to attend.

In the event of a last minute cancellation, please contact the director via his cell phone (919) 475-4021. For safety reasons we need to account for all expected incoming students. We appreciate your courtesy.

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MAP OF PEACE COLLEGE CAMPUS:

[2004 MERSC\PEACE COLLEGE map2001.pdf](#)